

CANADIAN ROCKIES QUILT SHOW 2022

SET-UP: Thursday, Sept.22 and Friday, Sept.23

SHOW: Saturday, Sept.24 and Sunday Sept.25 - 10:00 am - 4:00 pm

WORKSHOPS: Monday, Sept.26 and Tuesday, Sept.27

VOLUNTEER POSITIONS

AREA: **SHOW SET-UP AND TAKE-DOWN (QUILT STANDS)**

POSITION: Quilt Stand Set-up - Thursday only

REPORTS TO: Lorie J

SHIFT TIMES: 4:00 pm - 6:00 pm

2 volunteers per shift

6:00 pm - 8:00 pm

*plus capable husbands, sons, and friends welcome!

PHYSICAL: - some strength needed

DUTIES: - set up quilt stands

POSITION: Hanging Quilts - Friday only

REPORTS TO: Lorie J

SHIFT TIMES: 9:00 am - 11:00 am

4 volunteers

11:00 am - 1:00 pm

2 volunteers

PHYSICAL: - working in 2 person teams

- standing, some step-ladder and ladder work

DUTIES: - hanging quilts

- morning (first) shift hanging large quilts

- afternoon (second) shift hanging and arranging art quilts

POSITION: Take down Quilts and Stands - Sunday only

REPORTS TO: Lorie J

SHIFT TIMES: 4:00 pm - 6:00 pm

6 volunteers

PHYSICAL: - some strength needed

- standing, some step-ladder and ladder work

DUTIES: - take down quilts

- take down stands

AREA: **MERCHANT MALL**

POSITION: Merchant Mall Set-up - Friday only

REPORTS TO: Carol H

SHIFT TIMES: 9:00 am - Noon

2 volunteers

PHYSICAL: - standing, moving about room

DUTIES: - mark booth areas

- arrange tables

- set out vendor place cards to assign booths

- place power cords

POSITION: Welcome Merchant Mall Vendors - Friday only

REPORTS TO: Carol H

SHIFT TIMES: 11:30 am - 2 pm

1 volunteer per shift

2:00 pm - 4:00 pm

4:00 pm - 6:00 pm

6:00 - 9:00 pm

PHYSICAL: - standing, light physical activity

DUTIES: - welcome vendors in the atrium until all vendors have arrived

- direct vendors to elevator

- direct vendors to their booth

- collect door prizes donated by vendors

- give door prizes to door prize team leader

POSITION: Merchant Mall Monitor - Saturday and Sunday

REPORTS TO: Carol H

SHIFT TIMES: 9:00 am - Noon

2 volunteers per shift

Noon - 2:30 pm

2:30 pm - 4:30 pm

PHYSICAL: - standing, sitting, very light physical activity

DUTIES: - open vendor mall at 9:00 am

- watch booths for single vendors re: washroom/lunch

- clear vendor area by 4:30 pm

- contact Rec Centre staff for any facility issues

POSITION: Merchant Mall Take Down - Sunday only

REPORTS TO: Carol H

SHIFT TIMES: 4:00 pm - 7:00 pm

2 volunteers

PHYSICAL: - standing, kneeling, bending over

DUTIES: - check that vendors have removed all their materials

- gather up power strips

- remove tape from electrical cords and floor

AREA: QUILT DROP-OFF AND PICK-UP

POSITION: Quilt Drop-Off - Friday only

REPORTS TO: Deb B

SHIFT TIMES: 8:30 am - 10:30 am

6 volunteers - 4 sitting

PHYSICAL: - sitting, standing, walking

- 2 standing/walking

DUTIES: - accept and document quilts arriving for the show

- quilts will be numbered and taken to assigned tables

- attention to detail is required to ensure numbers and names are correct

POSITION: Quilt Pick-Up - Sunday only

REPORTS TO: Deb B

SHIFT TIMES: 3:30 pm - 5:30 pm

PHYSICAL: - sitting, standing, walking

DUTIES:

- move quilts from the show area to the pick-up area
- ensure the quilts are correctly placed on tables marked alphabetically by the quilters surname
- assist quilt owners to locate their quilts and then direct them to the 3 sign out stations
- attention to detail is required so that all quilts are safely returned to their owners

7 volunteers - 3 sitting

- 4 standing/walking

*after all the quilts have been moved, doors will be opened to quilt owners to come in

AREA: ADMISSIONS

POSITION: Admissions Table - Saturday and Sunday

REPORTS TO: Roseanne T

SHIFT TIMES: 10:00 am - 1:00 pm
1:00 pm - 4:00 pm

PHYSICAL: - primarily sitting

DUTIES:

- collect money for admission to show
- assist with electronic payments
- answer general questions about show

there are 2 admission tables in different locations

- 3 volunteers per shift

AREA: SILENT AUCTION

POSITION: Silent Auction Monitor - Saturday and Sunday

REPORTS TO: Lynn B/Chris P

SHIFT TIMES: 9:45 am - Noon
Noon - 2 pm

2 pm - 4 pm (Sunday to 4:30 pm)

PHYSICAL: - primarily standing (chair may be available)

DUTIES:

- monitor auction activity by checking bid sheets
- promote auction participation by attendees
- last shift on Sunday to help with items pick-up, and tidy/clean up of auction tables
- no money handling involved in this position

- 1 volunteer per shift

AREA: DEMONSTRATION ROOM

POSITION: **Demonstration Room Monitors - Saturday and Sunday** 2 demos Saturday, 2 demos Sunday
REPORTS TO: Joan L 3 demos Saturday, 2 demos Sunday
SHIFT TIMES: 10:15 am - 12:40 pm 1 volunteer per shift
12:40 pm - 4:00 pm
PHYSICAL: - standing, walking, bending, sitting
DUTIES: - assist with demo station set-ups and take-down, incl. Note: Rec Centre Staff set up and
deal with electrical supply and ironing stations take down room
- welcome visitors
- assist demonstrator/instrutor and participants as needed
- keep demo room secure - there will be a sewing machine
in the room all day

AREA: GUILD TABLE

POSITION: **Guild Table Monitor - Saturday and Sunday**
REPORTS TO: Mary W
SHIFT TIMES: 10:00 am - 1:00 pm 1 volunteer per shift
1:00 pm - 4:00 pm
PHYSICAL: - primarily sitting
DUTIES: - assist with table organization as needed
- sell fabric postcards
- sell raffle tickets
- enroll new guild members

AREA: VOLUNTEERS

POSITION: **Floater - Saturday and Sunday**
REPORTS TO: Nancy T
SHIFT TIMES: 10:00 am - 1:00 pm 1 volunteer per shift
1:00 pm - 4:00 pm
PHYSICAL: - standing, sitting, moving about show
DUTIES: - help to monitor volunteers
- provide assistance as needed at the show

AREA: POSTER DISTRIBUTION IN BOW VALLEY

POSITION: **Poster Distribution - July (pick up posters at June mtg)** (or arrange another time)
REPORTS TO: Nancy T
SHIFT TIMES: - your own schedule
PHYSICAL: - standing, walking / need vehicle for some areas
DUTIES: - promote/encourage businesses to display show poster
- distribute posters in Banff and Canmore
- follow distribution list (plus any others)